

**DIETITIANS AFFILIATED CREDENTIALING BOARD
MARCH 25, 2013
VIRTUAL MEETING MINUTES**

PRESENT: Scott Krueger, Donna Loveland, Patricia Roblee and Gail Underbakke

STAFF: Thomas Ryan, Executive Director; Karen Rude-Evans, Bureau Assistant; Shawn Leatherwood, Paralegal (portion of meeting)

CALL TO ORDER

Gail Underbakke, Chair, called the meeting to order at 9:00 a.m. A quorum of four (4) Board members was confirmed.

ADOPTON OF AGENDA

MOTION: Donna Loveland moved, seconded by Scott Krueger, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 25, 2012

MOTION: Donna Loveland moved, seconded by Patricia Roblee, to approve the minutes of September 25, 2012 as written. Motion carried unanimously.

ELECTION OF OFFICERS

NOMINATION: Donna Loveland nominated Gail Underbakke for Board Chair.

Tom Ryan called for nominations a total of three times. Hearing no other nominations, a vote was called.

Gail Underbakke was elected Board Chair by unanimous vote.

NOMINATION: Gail Underbakke nominated Scott Krueger for Board Vice Chair.

Tom Ryan called for nominations a total of three times. Hearing no other nominations, a vote was called.

Scott Krueger was elected Board Vice Chair by unanimous vote.

NOMINATION: Scott Krueger nominated Donna Loveland for Board Secretary.

Tom Ryan called for nominations a total of three times. Hearing no other nominations, a vote was called.

Donna Loveland was elected Board Secretary by unanimous vote.

2013 ELECTIONS

CHAIR	Gail Underbakke
VICE CHAIR	Scott Krueger
SECRETRY	Donna Loveland

Board Assignments

- **Screening Panel:** Scott Krueger, Patricia Roblee
- **Credentialing Liaison(s):** Gail Underbakke, Scott Krueger (alternate)
- **Legislative Liaison(s):** Gail Underbakke, Scott Krueger (alternate)
- **Division of Legal Service and Compliance Monitoring Liaison(s):** Donna Loveland, Gail Underbakke (alternate)
- **Examination Panel:** no appointment at this time
- **Provider Assistance Procedure Liaison:** Donna Loveland, Gail Underbakke (alternate)
- **Education Liaison:** Gail Underbakke

MOTION: Donna Loveland moved, seconded by Scott Krueger, to delegate to the Chair or highest ranking officer of the Dietitians Affiliated Credentialing Board, or the Board member with the most seniority, to appoint liaisons to the Department where knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

EXECUTIVE ORDER 61 RELATING TO SMALL BUSINESSES

MOTION: Gail Underbakke moved, seconded by Donna Loveland, to make no rule changes in regard to Executive Order 61. Motion carried unanimously.

ADJOURNMENT

MOTION: Donna Loveland moved, seconded by Scott Krueger, to adjourn the meeting at 9:36 a.m. Motion carried unanimously.